

**PUBLIC SCHOOL DISTRICT 150**  
**Job Description**

**POSITION TITLE:** Teacher Aide

**DEPARTMENT:**

**REPORTS TO:** Classroom Certificated Teacher

**SUPERVISES:** Does not apply

**POSITION GOAL:** Assists the teacher in daily classroom instruction.

**PERFORMANCE RESPONSIBILITIES:**

1. Model teacher's instructional methods when working with individual and groups of students.
2. Provide tutorial help for students.
3. Observe teacher's interaction with children who have special learning needs, and engage in similar instructional practices.
4. Observe student academic and social-emotional behaviors, monitor charges, and report these observations to the certified classroom teacher.
5. Assist with maintaining order within the classroom by following established procedures for behavior management.
6. Assume responsibility for the safety and well being of the students while on school grounds and in non-academic activities (such as lunch, hallway passing, etc).
7. Attend meetings and participate in professional development programs.
8. Assume clerical functions as needed, to include, but not limited to taking attendance, duplication of materials, preparation of newsletters, record keeping and monthly reports.
9. Communicate with students' parents/guardians as requested.
10. Perform other duties and assume other responsibilities as may be assigned by the certificated classroom teacher.

**KNOWLEDGE AND CRITICAL SKILLS:**

**EXPERIENCE:**

**ENVIRONMENTAL CONDITIONS:**

1. Contract language

**PHYSICAL DEMANDS:**

1. Contract language

**ADA:**

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**TERMS OF EMPLOYMENT:**

School Calendar

**EVALUATION:**

Primary evaluator will be the Principal